

# FY 01 CALENDAR (OCTOBER 2000 - SEPTEMBER 2001)

MARJORY HOLCOMB, COORDINATOR 757-4119

ONE DAY OVERVIEW COMPUTER TRAINING	COST	COURSE DATES AND COURSE CODES											
		OCT 00	NOV 00	DEC 00	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01
Advanced Powerpoint Overview	\$100		20 489761		18 489763		23 489765		18 489768		20 489770		20 489772
Advanced Microsoft Word Overview	\$100		30 489736		17 489738		22 489740		17 489742		19 489744		19 489746
Microsoft Powerpoint Overview	\$100		01 489747	06 489748			08 489751	02 489755	01 489756		06 489758		06 489760
Microsoft Word Overview	\$100		02 489725	07 489726		07 489728			02 489731	06 489732	05 489733		05 489735
Windows 98 Overview	\$100		03 489774	05 489775		05 489777				04 489779		06 489780	

<b>COURSE TITLE:</b>	<b>ADVANCED POWERPOINT OVERVIEW</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489761 489763 489765 489768 489770 489772	<b>DATE:</b> 20 November 00 18 January 01 23 March 01 18 May 01 20 July 01 20 September 01	<b>NOMINATION DEADLINE:</b> 01 November 00 01 January 01 01 March 01 01 May 01 20 July 01 01 September 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is a basic Advanced PowerPoint overview.	
<b>OBJECTIVE:</b>	After completing this course the student will be more familiar with the advanced capabilities of PowerPoint. Included in this course are topics such as creating basic charts; expanding a slide show; presentations for a wider audience; using data from other sources; editing objects; editing and importing charts; creating custom charts; creating organizational charts; and using tables.	
<b>AUDIENCE:</b>	Anyone who needs improve their basic PowerPoint skills.	
<b>PREREQUISITE:</b>	This is a one-day overview for employees who have some knowledge of PowerPoint.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space -available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$100	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>ADVANCED MICROSOFT WORD OVERVIEW</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489736 489738 489740 489742 489744 489746	<b>DATE:</b> 30 November 00 17 January 01 22 March 01 17 May 01 19 July 01 19 September 01	<b>NOMINATION DEADLINE:</b> 15 November 00 02 January 01 06 March 01 01 May 01 01 July 01 01 September 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is a basic one-day advanced Microsoft Word overview.	
<b>OBJECTIVE:</b>	After completing this course the student will be more familiar with the advanced skills of Microsoft Word. Included in this course are basic topics such as: using macros, forms, working with global templates, table tools, sorting table data; using formulas in tables; importing worksheets; working with lists; using mail merge; modifying the data source; modifying the main document; creating mailing labels and envelopes; selecting and sorting records.	
<b>AUDIENCE:</b>	Anyone who needs to improve basic Microsoft Word skills.	
<b>PREREQUISITE:</b>	This is a one-day overview for employees who have basic skills in using Microsoft Word. Employees who have experience using Word and wish a more in-depth instruction should register for the 2-day offerings of Advanced Microsoft Word.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space -available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$100	
<b>METHOD OF</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	

<b>COURSE TITLE:</b>	<b>MICROSOFT POWERPOINT OVERVIEW</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
489747	01 November 00	15 October 00
489748	06 December 00	15 November 00
489750	06 February 01	15 January 01
489755	02 April 01	15 March 01
489756	01 May 01	15 April 01
489758	06 July 01	15 June 01
489760	06 September 01	15 August 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is a basic one-day overview of PowerPoint.	
<b>OBJECTIVE:</b>	After completing this course the student will be more familiar with the basic skills of PowerPoint. Included in this course are basic topics such as exploring PowerPoint; using basic presentation skills; enhancing presentation text; using outline view; correcting spelling errors; formatting and editing text; using clip art, slide sorter view, and slide show view; customizing presentations; drawing objects; editing presentation masters; and adding special effects.	
<b>AUDIENCE:</b>	Anyone who needs to become familiar with PowerPoint.	
<b>PREREQUISITE:</b>	This is a one-day overview for employees who have not used Microsoft PowerPoint. Employees who have used PowerPoint and wish a more in-depth instruction should register for the 2-day offerings of PowerPoint.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space -available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
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<b>COST:</b>	\$100	

<b>COURSE TITLE:</b>	<b>MICROSOFT WORD OVERVIEW</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489725 489726 489728 489731 489733 489735	<b>DATE:</b> 02 November 00 07 December 00 07 February 01 02 May 01 05 July 01 05 September 01	<b>NOMINATION DEADLINE:</b> 15 October 00 20 November 00 20 January 01 20 April 01 20 June 01 20 August 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course provides an overview of Microsoft Word.	
<b>OBJECTIVE:</b>	After completing this course the student will be more familiar and able to use Word. Included in this course are basic topics such as: document skills; text editing; character formatting; paragraph formatting; checking spelling and grammar; document views; document formatting; setting tabs; indenting paragraphs; numbers and bullets; headers and footers, and using section breaks.	
<b>AUDIENCE:</b>	Anyone who needs to become familiar with using Microsoft Word.	
<b>PREREQUISITE:</b>	This is a one-day overview for employees who have not used Microsoft Word. Employees who have briefly used Word and wish a more in-depth instruction should register for the 3-day offerings of Microsoft Word.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space -available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
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<b>COST:</b>	\$100	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>WINDOWS 98 OVERVIEW</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
489774	03 November 00	15 October 00
489775	05 December 00	15 November 00
489777	05 February 01	15 January 01
489779	04 June 01	15 May 01
489780	06 August 01	15 July 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is a basic overview of Windows 98.	
<b>OBJECTIVE:</b>	After completing this course, the student will become more familiar with the basic skills of using Windows 98. Included in this course are topics such as startup and shutdown; reviewing the desktop; using the taskbar; customizing icons; manipulating windows and programs; using My Computer; working in folder windows; using files, folders, and shortcuts; using menus and dialog boxes; working with diskettes; deleting files directly; using Windows Explorer, documents menu, and accessories; selecting multiple objects; customizing the display and the mouse; changing time settings; and using Help.	
<b>AUDIENCE:</b>	Anyone who needs to be introduced to using Windows 98.	
<b>PREREQUISITE:</b>	This is a one-day overview for employees who have never used Windows 98. Employees who have used Windows 98 and wish to have a more in-depth instruction should review the 3-day offerings of Introduction to PCs and Windows 98.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	1 Day	